Curriculum Verification and Reporting (CVR) FAQ

2021-2022 Benchmark Calendar

[2021-2022 Benchmark and EdLink Snapshot Calendar](#)

Lists activities with benchmark and snapshot dates for eScholar and LEADS Portal applications. Also includes the EdLink Snapshot Dates and list of extracts for each snapshot group

Application systems:
Data is reported during scheduled collection periods with specific open/close dates.

EdLink 360: Data is reported daily (when available) with snapshots taken at specific times during the school year

SNAPSHOT PERIODS:

FALL

SPRING

END-OF-YEAR

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Verification Systems: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID Other Systems: Special Education Reporting (SER), Sponsor Site (SPS), Compass (HCS)											
	Oct 1 MFP/IDEA					Feb 1 MFP					
	K-3 ASSESSMENTS										
	Oct 1 CLASS								CVR		
	LEAP 2025 Fall Assessments					LEAP 2025 Spring Assessments					
End-Of-Year TRANSCRIPTS (Prior Year)						Mid-Year TRANSCRIPTS			End-Of-Year TRANSCRIPTS		
							Final Student Submissions End-Of-Year				
Final Staff Submissions End-Of-Year (Prior Year)								Final Staff Submissions End-Of-Year			
AFR System End-Of-Year (Prior Year)											
Student Dropout Corrections (Prior Year)											

Curriculum Verification and Reporting Portal (CVR)

CVR and EdLink 2021-2022 Data Reporting

LEADS Portal	EdLink 360
• CVR Portal: https://leads13.doe.louisiana.gov/cvr/ • Email: LDOECVR@la.gov refer to CVR support page, includes the CVR timeline, a link to the CVR User guide and other resources.	• Calendars • Student data • Staff data • Email: edlink360@la.gov refer to EdLink 360 support page, includes links to the extract layouts, samples, user guides, benchmark calendar and other resources.

2021-2022 CVR Email sent 4/7/22

- Data Systems & User Support team want to thank all data managers for their continued patience as we work to get CVR open. We are sending this communication to all data managers to communicate a status of the current work and also a new expected open date. Loading EdLink data to CVR has introduced several technical challenges that come with our older legacy system applications. Our IT team is working diligently to overcome these challenges as quickly as possible.

- During the **CVR View Only period**, CVR will be refreshed daily with data **from EdLink 360**. As many of you know, the EdLink nightly ETL completes between 5:30 and 6:30 each morning. Processes to load CVR are kicked off at 7am each morning, but those processes are taking a few hours to run. At this time, CVR will be **expected to load by 10am each morning**. We've worked as hard we can to get the earliest load time possible.

- We are scheduled **to open CVR on Monday April 11th**. Due to the delay in opening this week, LDOE will be extending the CVR View Only window to April 29th instead of the original date of April 22nd. CVR Roster Verification for teachers and principals are scheduled to open as communicated on May 2nd.

- Details are available from today's Data Coordinators webinar along with other updates regarding our current end of year data collections and are posted **here**. Please send any questions to **LDOECVR@la.gov**.

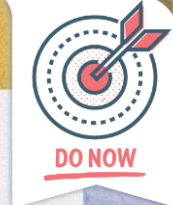# Curriculum Verification and Reporting Portal (CVR)

Office of Assessment, Accountability & Analytics (AAA) has opened CVR for an additional year as we continue to work toward transition processes in EdLink for 22-23.

- The general rules for CVR have not changed.
- CVR provides teachers the opportunity to review and correct their courses and student rosters for the purpose of value-added (VAM) analyses.
- VAM scores contribute to 35% of a teacher's overall evaluation.
- Additional discussion and opportunity for questions will occur in weekly office hours and Strategic Outreach sessions.

CVR Resources

- CVR Portal: https://leads13.doe.louisiana.gov/cvr/
- CVR helpdesk: LDOECVR@la.gov
- CVR User Guide: 2021-2022 CVR User Guide
- Please refer to the CVR Resources for additional information.

Please contact LDOECVR@la.gov with questions.

Curriculum Verification and Reporting Portal (CVR) (contd.)

CVR Accounts

- During the ***View Only*** period:
    - **CVR data manager** accounts were created based on the JotForm responses that were sent to the Security Coordinators.
    - If additional **CVR data manager** accounts are needed, Superintendents should email LDOECVR@la.gov
    - **Teacher, principal and superintendent accounts** are automatically created when the EdLink data is loaded to the CVR portal
    - During this period, CVR data managers should **NOT** manually create teacher, principal, or superintendent accounts. Their accounts are automatically created when the EdLink 360 data is loaded to CVR.
- During the ***Roster Verification*** period:
    - CVR data managers can create teacher accounts
    - Only LDOE can create principal and superintendent accounts. We can create teacher accounts (but we are asking that you contact your CVR data manager for assistance)
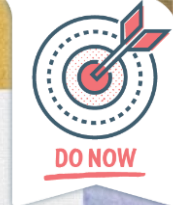
Curriculum Verification and Reporting Portal (CVR) (contd.)

During *View Only* period (4/11 - 4/29)

- Data managers review rosters and report course offerings, student schedules, student enrollment & staff course offering link updates to EdLink 360.
  - Extracts are picked up daily at **5:00pm** – In order to meet the refresh schedule
- Be sure you are submitting current schedules (Since the beginning of the school year for students and staff) to EdLink.
- CVR will be **refreshed daily by 9:30am** with data populated from EdLink
- Current schedule data will be used to populate CVR. Teacher and principals will no longer need to remove students and staff that have exited, as well as, teachers no longer teaching a class.
- Pulling the data from EdLink will be cleaner and there should be less work during the roster review period.
- *Ensure all CVR core courses, teachers, students, principals and superintendents have been submitted to EdLink prior to the roster verification period.*

Please contact LDOECVR@la.gov with questions.

Curriculum Verification and Reporting Portal (CVR) (contd.)

CVR Portal open for _Roster Verification_ period (5/2 - 5/20):

- Principal & Teachers review and verify rosters
- Updates are made directly in CVR.
- Only LDOE can create new CVR data manager, superintendent, and principal accounts
- CVR data managers can create teacher accounts

2021-2022 CVR Reported Issues

- Principals and Superintendents are not loaded – 4/11/22 - This has been fixed
- Issue with Team teachers missing data in CVR – 4/13/22 - This has been fixed
- Distant Learning is loading in CVR and should be removed - 4/18/22 - This has been fixed
- A few school systems data was not pulled from EdLink to CVR – 4/19/22 – This has been fixed.

2021-2022 CVR Questions and Responses

1. CVR should be listing the students and teachers who were there on October 1st. (CVR rules state that it is as of October 1 through testing.) The Edlink updates should then be removing students and teachers who left after October 1st and also removing students who had a schedule change after October 1st. Example teacher: I have a teacher at a high school that was not hired until October 18th and they are teaching English I. He is showing up on the CVR roster. According to the rules, he should not be included because he was not the teacher on October 1st.

It is preferable to have the most up-to-date information available for roster verification. In the past the Oct 1 data were used as a snapshot because that was the only data available at the state level. We now use current data from EdLink. Just like the CVR rules state, if the teacher wasn't teaching the class on Oct 1st thru testing, then the teacher should be removed from the roster. In your example above, the teacher who left before testing and the teacher hired on October 18 should be removed from the roster during the *Roster Verification period*. The same rules apply regardless of the date the roster was loaded.

Please contact LDOECVR@la.gov with questions.

2021-2022 CVR Questions and Responses

2. Our vendor does not have the teacher history stored at this time that can be uploaded in the Edlink files. They are working on making these changes for next school year.

History is not needed, only the most current course and class schedules which includes assignment changes and class schedule changes.

3. If a district uses block scheduling, they would need semester 1 and 2 teachers and students in CVR.

Both semester 1 and semester 2 are loaded to CVR if the school system is sending in their schedule. This isn't an issue. This works no different from legacy SIS Oct 1 collection where full year class schedules were expected to be submitted.

Please contact LDOECVR@la.gov with questions.

2021-2022 CVR Questions and Responses

4.   Students may be removed because of absences for the incorrect courses. In other words, if a student had 20 absences for Algebra I in the morning, but only had 9 absences (because they checked in) for an afternoon class of English I, the student should be removed from Algebra I but not from English I. Edlink does not take into account schedule times for absences because we do not submit times. We only submit days (half or whole).

Shouldn't be an issue because we aren't looking at absence data in EdLink when refreshing CVR. Principals/teachers should remove these teachers/classes themselves during Roster Verification period. If the school system counted the student absent, then the roster should be updated accordingly.

5.   Teacher absences will not be updated in Edlink for most districts until the middle of July because of payroll runs that are done in mid-July.

(Same as above in #4). This is the reason for the ability to verify teacher rosters since the staff absences data may not be available during Roster Verification period. Data managers should use their local absence data.

Please contact LDOECVR@la.gov with questions.

EdLink 360 Updates Required for CVR to Load Properly

Issues that impact staff and class counts

- **The regular and the extension extracts are not being submitted at the same time or are not aligned** (e.g. *staff.tsv and staff_ext.tsv; course_offerings.tsv and course_offerings_ext.tsv, staff_assignments.tsv, and staff_assignments_ext.tsv, etc.*)

- **eScholar StaffID not being run on a consistent basis to align with the StaffIDs reported in the staff extracts**
    - Staff demographic updates must be current
    - StaffIDs must be identified for all staff at the reporting site
    - Audit StaffIDs and/or respond to StaffID audit requests
        - Retire a StaffID when a staff has been assigned more than 1 (use **RetireID** Form)
        - Split a StaffID when staff share the same StaffID (use **SplitID** Form)

Please contact EdLink360@la.gov with questions.

Issues that impact the staff and class counts (contd.)

- **Failure to review information displayed on the Data Processing dashboards and make the appropriate corrections in your local system**
  - *Usage and Data/Data Processing/File Errors* dashboard
  - *Usage and Data/Data Processing/File Errors and File Record Rejection* dashboard

- **Failure to review information displayed on the Data Quality dashboards and make the appropriate corrections in your local system**
  - *Usage and Data/Data Validation/Staff Data Validation*
  - *Usage and Data/Data Validation/Class Data Validation*

Issues that impact the class/teachers in CVR

- Failure to report all staff to EdLink in *staff.tsv , staff_ext.tsv, staff_assignment.tsv* and *staff_assignment_ext.tsv* extracts.

- Failure to report all classes to EdLink in c*ourse_offering.tsv, course_offering_ext.tsv* and *staff_course_offering_link.tsv* extracts.

- Failure to review and correct all 'K' ADQ errors and information displayed on the Data Quality dashboards.

- Note: If a teacher is not listed in CVR, review the *STAFF_ASSIGNMENT_START_DATE* and *STAFF_ASSIGNMENT_END_DATE* for the teacher to ensure they are actively teaching.

Please contact LDOECVR@la.gov with questions.

Issues that impact the students in CVR

- Failure to report all students to EdLink in the *student.tsv , student_ext.tsv enrollment.tsv* and e*nrollment_ext.tsv* extracts.
    Note: Ensure students current grade is reported correctly.

- Failure to report all course/schedules to EdLink in *course_offerings.tsv, course_offerings_ext.tsv* and *student_schedules.tsv* extracts.

- Failure to review and correct all 'K' ADQ errors and information displayed on the Data Quality dashboards.

- Note: If a student is not listed in CVR, review the *SCHEDULE_START_DATE* and *SCHEDULE_END_DATE* for the student to ensure they are actively enrolled.

Who to contact for support

- Email: **LDOECVR@la.gov** for any questions about the Curriculum Verification and Reporting Portal (CVR)

- Email: **edlink360@la.gov** for any questions about **EdLink, EdLink Security,** Security Coordinator updates. Also refer to the available Security Resources.

- Email: **systemsupport@la.gov** for any questions/concerns/issues for the systems/topics listed below.
    - LEA Contact List updates
    - Systems accessed through the LEADS Application Portal
        - Student Transcript System (STS), STS Prior period opens, IBC uploads,
        - Sponsor Site System (SPS),
        - Special Education Reporting System (SER),
        - Annual Financial Reporting (AFR),
        - School Finder and Principal and Superintendent Secure Portal

NOTE: Email sent to these above mail boxes will be forwarded to the new ticketing system and tickets created for response. Please respond directly to those emails as you receive them.

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eScholar Applications - Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@la.gov	• Retire/Split Student ID/Staff ID, LASID/Staff ID system Audits • Administrative functions such as system settings and configurations • eScholar Security (User Access/Role Based questions) • Enhancements • eScholar related EdLink ADQ/Dashboard/Security questions
jayanthi.sothirajah@la.gov	• Student ID updates and maintenance Also, refer to eScholar Resources • DirectMatch and CEP Manager (SNAP, TANF, Free/Reduced Lunch counts etc) • Student ID related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar Student ID and Direct Match credentials or assistance providing their staff with eScholar systems access
Wanggan.Yang@LA.GOV	• StaffID updates and maintenance Also, refer to eScholar Resources • Staff ID related EdLink ADQ/Dashboard/Security questions • Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs) folders • eScholar FTP HiSet folders • Software bugs (system outage, security issues etc.) • File Format/Upload Questions • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit eScholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

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